



FOREIGN AFFAIRS MANUAL

VOLUME 3 – Personnel Operations

Transmittal Letter: PER-352

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SUBCHAPTER 3 FAM 2720 TRAINING FOR PROFESSIONAL DEVELOPMENT

MAJOR CHANGES

1. 3 FAM 2720 consists of material on “Training for Professional Development,” “Training for Specialists” (but not parts relating to the Functional Specialization Program), and “Supplemental Training Programs.”
2. 3 FAM 2720 applies to both Civil Service and Foreign Service employees of the Department of State except where differences are noted.
3. Former 3 FAM 2720 (*Executive Development Program*) has been renumbered as 3 FAM 2750.
4. Revisions since the last update appear in italics. The italics will be removed the next time the material is updated. Only current changes will appear in italics. Italics provide a historical record of changes.
5. Officers are reminded that Department-issued materials not codified in the ***Foreign Affairs Manual*** or its supplemental ***Foreign Affairs Handbook*** series generally have no regulatory validity (see 2 FAM 1115.2).

FILING INSTRUCTIONS

1. Remove and destroy old 3 FAM 2720 (TL:PER-247; 4-10-95; 2 pages) and replace it with the attached 3 FAM 2720 (9 pages).
2. After inserting the material in the binder, insert this transmittal letter immediately following the TL Checklist, then fill in the entry line for TL:PER-352, and initial.

DISTRIBUTION NOTICE

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2. All posts and offices keeping paper versions of the ***Foreign Affairs Manual*** are responsible for maintaining their FAM on a current basis (see 2 FAM 1116.5), and for ensuring that all copies (including binders) are either retained or returned to A/RPS/DIR if no longer needed. **When returning excess or unused materials, include your office/post symbols and inform PB and your message center if you need to have your distribution reduced** (this generally applies only to time-sensitive paper issuances). A/RPS/MMS/PB, Room 1853, 202-736-7470, FAX 202-647-4535, handles all requests for paper copies including non-Government users (include either fiscal information or payment with request, as appropriate).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/RPS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this transmittal letter.

(M/FSI)